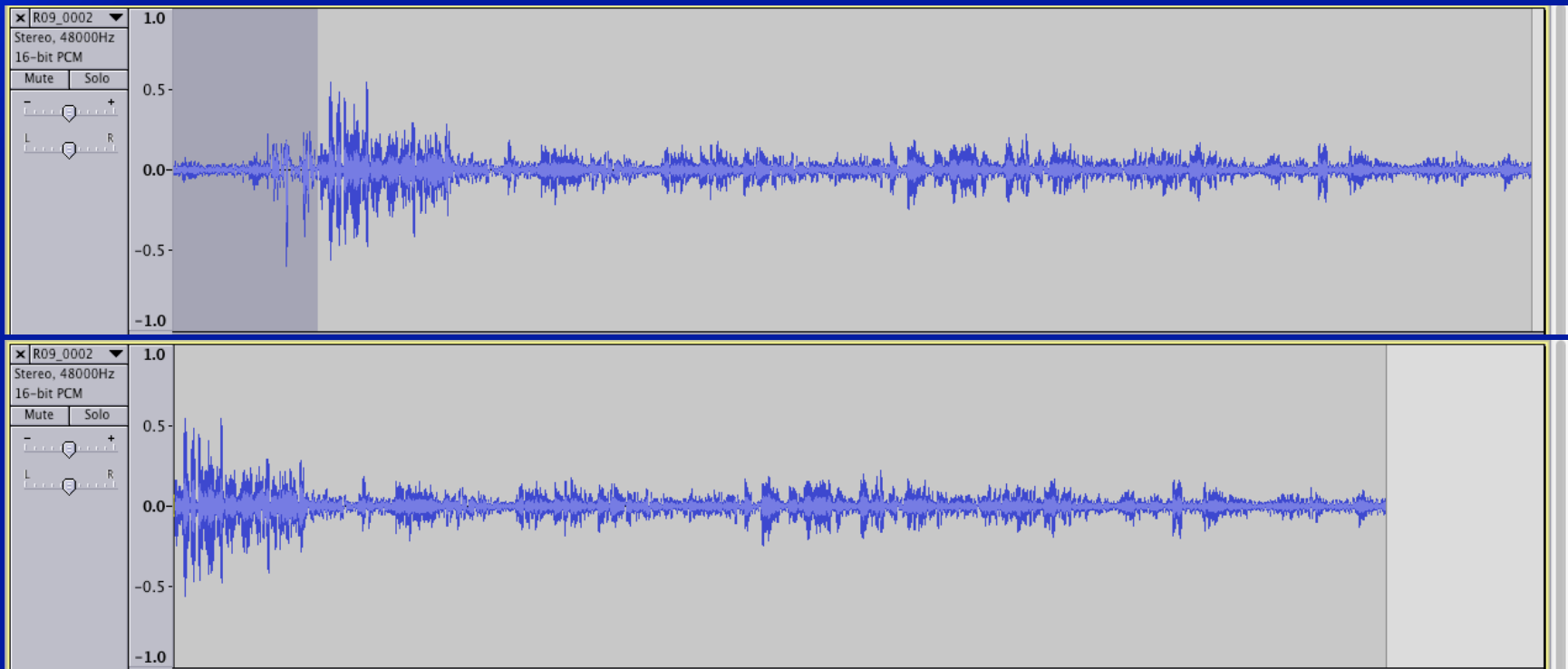


# Audio 1

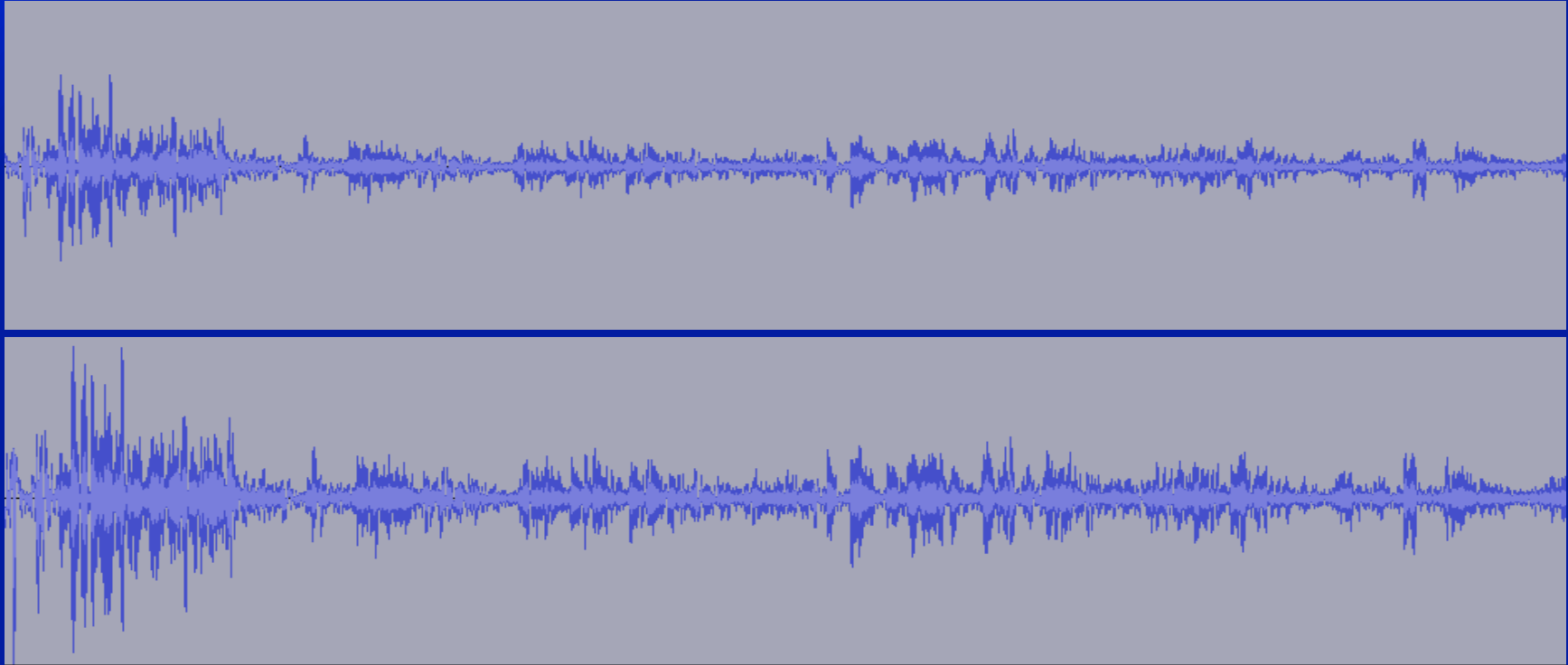
Basic Editing and Metadata

# Cutting



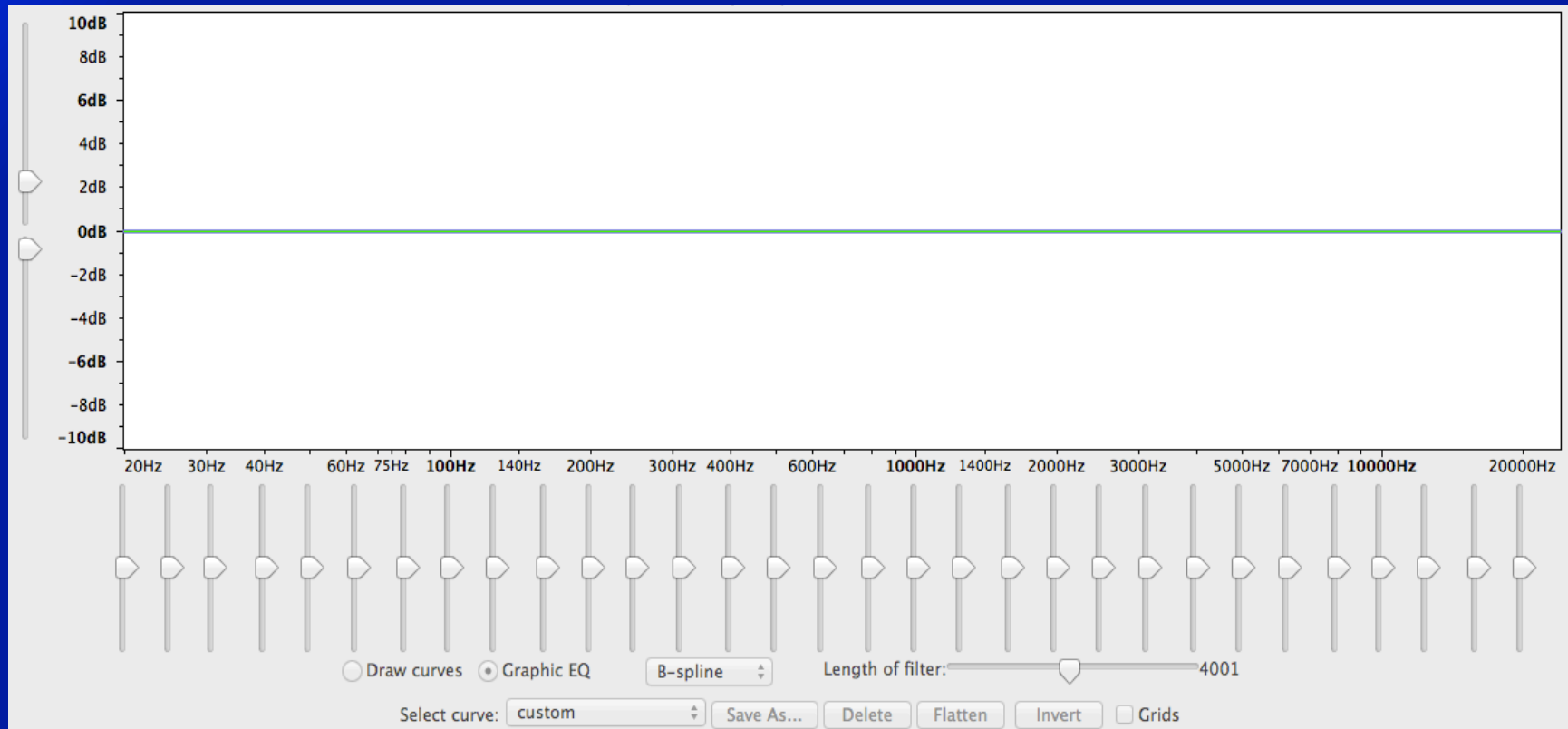
1. Select the portion you wish to cut.
2. Edit > Cut

# Normalizing



1. Select the portion you wish to amplify/normalize.
2. Effects > Normalize

# Equalization



1. Effects > Equalization
2. Select Graphic EQ

# Censoring Data

- Sometimes you may need to censor a portion of the audio signal
  - Silencing audio signal
    1. Select the portion you wish to censor.
    2. Edit > Silence audio.
  - Masking (or ‘bleeping’) audio signal
    1. Select the portion you wish to censor.
    2. Generate > Tone.
    3. Select **Sine**.
    4. Enter **1000** in the Frequency (Hz) box.

# Saving a file

- Audacity is little unintuitive when it comes to saving a file.
  - Saving a project will not result in your saving your file as a WAV file.
  - To save your file as a WAV file, use Export.
    1. File > Export
    2. WAV or the file format you wish.
    3. Click Save.

# Metadata

- Metadata: data about data
  - Library records; electronic address books; Google maps
- Could be a bibliographic record
- Recording circumstances (date, place)
- Recording itself (device, mike, frequency...)
- Participants (name, gender, age, profession..)
- Language code (ISO 639-3)

# Metadata (cont.)

- Put in a structured format, e.g. spreadsheet or a simple database.
- Put each piece of information in a different column (or field, if using a database)
- Keep all of your metadata in one file.



# Metadata: Researcher

- Researcher information
  - Name
  - Primary contact
  - Email address
  - Affiliation

# Metadata: Content

- Content
  - Title
  - Date created
  - Location
  - Language
    - also include alternate names
    - also include ISO-639-3 code  
([http://www.loc.gov/standards/iso639-2/php/code\\_list.php](http://www.loc.gov/standards/iso639-2/php/code_list.php))
  - Consultant
  - Brief description (a few sentences)

# Metadata: Consultant

- Consultant information
  - Name
  - Date of Birth
  - Sex
  - City/Village of origin
  - Occupation
  - Language(s)

# Metadata: Resource

- Resource information
  - Identifier or file name
  - Title
  - Format
  - Length
  - Date created
  - Contributors
    - (e.g. interviewers, assistants, translator)

# Recommended setup

- If you are recording in a community setting:
  - priority on ease of use
- If you are recording in a professional setting:
  - priority on fidelity

# Questions

- Given what we've learned...
  - Which challenging recording settings do you have (or can you imagine)?
  - What would the class recommend for:
    - Extraneous noise reduction
    - Microphone choice
    - Microphone placement